



BID NO.: 9720-0/16

OPENING: 2:00 P.M.
WEDNESDAY
JANUARY 9, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

**LEASE OF DIGITAL MICROFORM SCANNERS AND LASER
PRINTERS**

FOR INFORMATION CONTACT:

KIMBERLY CRAIG, 305-375-1443, KCRAIG@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 9720-0/16

Bid Title: LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

Procurement Officer: KIMBERLY CRAIG

Bids will be accepted until 2:00 p.m. on JANUARY 9, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**

SECTION 1
GENERAL TERMS AND CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the Miami-Dade County Department of Regulatory and Economic Resources (RER) for the lease of five (5) digital microform scanners and five (5) laser printers. The selected Bidder will be responsible for providing the County with the required equipment, implementation, configuration, training, and full coverage maintenance and support services including but not limited to preventative maintenance, next business day service calls, and replacement of defective or worn parts including expendable parts.

2.2 TERM OF CONTRACT – THIRTY SIX (36) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single Bidder.

2.4 PRICES

If the Bidder is awarded a contract under this solicitation, the monthly lease prices proposed by the Bidder shall remain fixed and firm during the term of contract.

2.5 EQUAL PRODUCT - CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material.

This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

- ☒ : Product Information Sheets Upon Specific Request
- ☐ : Product Samples with Initial Offer
- ☒ : Product Samples Upon Specific Request
- ☐ : Product labels
- ☐ : Performance Test Results

If an "equal" product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. If samples and/or product information sheets of all "or equal" items bid are requested for evaluation, such items are to be provided at no cost to the

SECTION 2
SPECIAL CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

County, and should be submitted with the initial offer or at the time of specific request. Failure to meet this requirement may result in your offer being rejected. All supporting documentation such as print samples, factory specifications, standard manufacturer information sheets, catalogs, and brochures submitted by the Bidder must in total meet the required specifications set forth in this solicitation.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final.

2.6 DELIVERY AND REMOVAL OF EQUIPMENT

- A) Bidder agrees to deliver, install and configure all equipment at the applicable site set forth in the Contract. Bidder agrees to commence installation and configuration as soon after delivery as possible, but in no event later than five (5) days after delivery, or unless a different time for installation is otherwise mutually agreed upon by the parties hereto. All installation work will be performed during normal business hours.
1. Bidder agrees to do all things necessary for proper installation and configuration, and to perform its obligations hereunder in an orderly, skillful and expeditious manner. Bidder shall provide all materials necessary for proper installation and configuration. Bidder agrees that all installation work will be performed neatly and at all times Bidder shall keep the site free from waste materials and rubbish resulting from the services being performed by Bidder.
 2. Unless otherwise agreed to by the County, the Bidder agrees as part of the installation process, to perform installation services including, but not limited to, the following:
 - (a) Receipt and inventorying of materials
 - (b) Unloading and uncrating of all equipment and deliverables
 - (c) Running of cables
 - (d) Installation and testing
 - (e) Any additional services necessary to ensure Bidder's compliance.
- B) Installation testing shall demonstrate the complete operability of all equipment in conformance with the requirements of the Contract. This will include an actual demonstration/training session of all product features to all applicable County employees.
- C) In the event of any outstanding deficiencies at the conclusion of installation testing as determined by the County, Bidder shall be responsible for instituting necessary corrective measures, and for subsequently satisfactorily demonstrating and/or re-demonstrating system performance.
- D) At the discretion of the County, the Bidder agrees to retain the equipment at the designated County premises for an additional thirty (30) calendar days after the termination of this contract, at which time the equipment shall be removed from the premises at no additional cost. The Bidder shall be allowed to invoice the County for this additional period on a pro-rated basis.

SECTION 2
SPECIAL CONDITIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

2.7 WARRANTY REQUIREMENTS

The monthly lease price shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance services must include parts and labor, and on-site, next business day response. Any payment by the County on behalf of the goods or services received from the Bidder does not constitute a waiver of these warranty provisions.

If the Bidder fails to honor the full coverage maintenance warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the Bidder, in writing, that the Bidder may be debarred as a County Bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another firm and charge the Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.8 CONTACT PERSON

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Kimberly Craig, Procurement Contracting Officer, via email at kcraig@miamidade.gov with a copy to the Clerk of the Board at clerkBCC@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect.

2.9 OFFICE OF THE INSPECTOR GENERAL

Pursuant to Section 2-1076 of the County Code, this contract is not subject fees related to audits by the Inspector General.

2.10 FURNISH AND INSTALL REQUIREMENTS

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Bidder from furnishing, installing or performing such work where required to the satisfactory completion of the project.

SECTION 3
TECHNICAL SPECIFICATIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

3.1 OBJECTIVE

The objective of this solicitation is to secure a lease for five (5) digital microform scanners and five (5) laser printers, and full coverage maintenance and support services for the Miami-Dade County Department of Regulatory and Economic Resources (RER). The selected Bidder will be responsible for providing the County with the required equipment, implementation, configuration, training, and full coverage maintenance and support services including but not limited to preventative maintenance, next-business day service calls, and replacement of defective or worn parts including expendable parts.

3.2 BACKGROUND

RER serves as the official records keeper and must provide records to County departments and to the public regarding permits, code enforcement, insurance compliance, and other legal matters. It is essential that the microfilm machines utilized for these tasks can reproduce film to a quality copy and are fully operational at all times so that requests for records can be fulfilled in a timely manner. It is therefore mission critical to RER that the current machines, which have reached end of life, be replaced with newer, more sophisticated models.

3.3 DIGITAL MICROFORM SCANNER MINIMUM REQUIREMENTS

The devices proposed must allow dual output switch between hard-copy printing and PC scanning for electronic distribution as email attachments, desktop publishing and printing on high quality laser printer.

The following specifications are that of the Konica Minolta MS7000 MKII digital microform scanner. Equal product will be considered provided that it meets the minimum specifications as provided below:

- **Type:** Desktop Universal Digital Microfilm Scanner
- **Type of Film:** Microfiche, 16mm & 35mm roll film
- **Screen Size:** 12" by 17" (303 X 440 mm)
- **Magnifications:** 7.5x, 9-16x, 13-27x, 20-50x
- **Focus Control:** Manual
- **Image Rotation:** Prism rotation (auto prism lens included);
Carrier rotation (fiche carrier)
- **Zooming:** Manual
- **Scanning Method:** CCD
- **Scanning Speed:** 5 seconds per page, 400 dpi;
4 seconds per page continuous print, 400 dpi
- **Scanning Density:** 200, 300, 400, 600 dpi;
800 dpi (check scanning) PC Mode
- **Optical Resolution:** 600 dpi
- **Electronic Zooming:** 50% - 200%, Direct Print
- **Multiple Printing:** 1 - 99 prints (with printer)
- **Hardware Interface:** Video (direct print) to printer;

SECTION 3
TECHNICAL SPECIFICATIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

- **Exposure:** USB 2.0 (to PC)
Auto, Manual
- **Power Requirements:** AC 120V, 60 Hz
- **Scanning Features:** Auto Centering
Auto Frame Masking
Auto Image Rotation
Auto Skew Correction
Check Stacking
Date Stamp (with printer)
Front Panel Scanning
Push scanning
Grayscale Support
Manual Masking

3.4 LASER PRINTER MINIMUM REQUIREMENTS

The proposed laser printers must be fully compatible with the proposed digital microform scanners.

The following specifications are that of the Konica Minolta MSP3500 Laser Printer. Equal product will be considered provided that it meets the minimum specifications as provided below:

- **Printing Method:** Laser Electrostatic
- **Developing System:** Micro-Toning
- **Print Resolutions:** 600 dpi
- **Output Speed:** 34 sheets per minute (8 ½" x 11", 400 dpi)
- **First Print Speed:** 19 seconds (11" x 17", 600 dpi)
16 .5 seconds (8.5" by 11", 600 dpi)
- **Print Size:** 8.5" x 11" (landscape)
8.5" x 11" (portrait)
8.5" x 14" (landscape)
11" x 17" (portrait)
- **Paper Supply:** 500 sheet letter-size cassette
200 sheet paper feeding tray
- **Max. Paper Capacity:** 700 sheets
- **Warm-Up Time:** Less than 70 seconds
- **Power Requirements:** AC 120v, 60 Hz

3.5 ON-SITE INSTALLATION, CONFIGURATION, AND TESTING

The successful Bidder shall be required to install, configure, and test the new equipment at the Department of Regulatory and Economic Resources, located at 11805 SW 26th Street, Miami, FL 33175. The successful Bidder agrees to commence installation and configuration as soon after delivery as possible, but in no event later than five (5) days after delivery, or

SECTION 3
TECHNICAL SPECIFICATIONS

LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS

unless a different time for installation is otherwise mutually agreed upon by the parties hereto.

3.6 PRODUCT DEMONSTRATION / TRAINING

The successful Bidder is required to demonstrate how to use and maintain the digital microform scanners and laser printers and to provide such training for, but not limited to, five (5) County employees. The training shall be conducted at the Department of Regulatory and Economic Affairs once the equipment has been installed, tested, and accepted by the County.

3.7 FULL SERVICE MAINTENANCE AND SUPPORT SERVICES

Lease prices shall be for thirty six (36) months and shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance service shall include parts and labor, telephone, email, and next business day on-site response. No third party leases will be allowed.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
Wednesday
January 9 , 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued ISD/PM

by:
Kimberly
Craig

Date Issued:
December 20, 2012

This Bid Submittal Consists of
 Pages **7** through **11**, and
 Appendix Pages **1** through **3**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:

Lease Of Digital Microform Scanners And Laser Printers

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 98555, 575, 57551, 57572, 57576	
Procurement Contracting Officer: Kimberly Craig	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

**SECTION 4
BID SUBMITTAL FOR:****LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS****FIRM NAME:** _____**4.1 PRICING**

The Bidder shall state its price for providing all items as stated in Section 3, Technical Specifications. Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed below and whose offer represents the lowest price when all items are added in the aggregate. Failure to provide pricing for all items may render the bid submission non-responsive. Pursuant to Section 3, Paragraph 3.7, lease price is to include full service maintenance and support.

MONTHLY LEASE PRICES: THIRTY SIX (36) MONTH TERM				
Items Required	Qty	Bid Make and Model	Bid Part No.	Unit Lease Price per Item per Month
<u>Digital Microform Scanner:</u> Konica Minolta MS7000 MKII or Equal Product	5			\$ _____ per month for each individual scanner
<u>Laser Printer:</u> Konica Minolta MSP3500 or Equal Product	5			\$ _____ per month for each individual printer

SECTION 4
BID SUBMITTAL FOR:
Lease Of Digital Microform Scanners And Laser Printers

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION
WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

**Bid Title: Lease Of Digital Microform Scanners And Laser Printers**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. __/__/__-__/__/__/__/__

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

***"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS



Contract No. : _____ Federal Employer
Identification Number (FEIN): _____

Contract Title: _____

1.	Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6.	Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2.	Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7.	Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3.	Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8.	Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4.	Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	Miami-Dade County Living Wage Section 2-8.9 of the County Code
5.	Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10.	Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm		Date
Address of Firm	State	Zip Code

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20____.

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public

Serial Number

 Print or Stamp of Notary Public Expiration Date Notary Public Seal

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

[illegible]

Signature

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent _____ FEIN # _____
 Project/Contract Number _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.
 (Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent _____

Print Name _____

Print Title _____

Date _____